



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
07-12

DEPARTMENT Personnel and Administration	DIVISION Central Services	SECTION Fleet Management	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	State Vehicle Accident Reports including a. Repair Estimate(s) b. Photographs c. Final Repair Invoices d. Court Restitution Documents e. Copies of Checks from Insurance Companies and Citizens f. Subrogation Form Letters	3 years + current	Scan these records at intervals and then destroy the original documents after verifying that the scanned images are accurate, legible and reproducible Destroy (erase) the electronic scanned image after 3 years + current This record is in an electronic format.
2	Vendor Enrollment File (RFQs) that include a. RFQ cover and signature page b. Statement of work c. Insurance requirements d. Right to Terminate e. Tax exempt statement f. Vendor information g. W-9 form with instructions	3 years + current	Scan these records at intervals and then destroy the original documents after verifying that the scanned images are accurate, legible and reproducible Destroy (erase) the electronic scanned image after 3 years + current This record is in an electronic format

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature

Date

Records Liaison Officer's Signature

Date

Per E-Mail from Bob Giovani, Fleet Manager

October 6, 2006

Attorney General's Signature

Date

State Auditor's Signature

Date

John W. Suthers by mm

11/16/06

[Signature]

11/2/06